



Local Emergency Planning Committee
For New Castle County
P.O. Box 2998
Wilmington, DE 19805-0998
David Irwin, Chairman
Phone (302) 395-3633
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**Meeting Minutes
March 12, 2012**

Host: *Lewis Environmental*

Meeting Location: *101 Carroll Drive, New Castle, Delaware 19720*

The March 2012 meeting of the LEPC for New Castle County was held on the above noted date and place.

Meeting called to order at 2:30 PM by Chairman Irwin.

ATTENDEES:

David Irwin, Chairman, LEPC for NCC
Joseph Murabito, Vice Chairman, LEPC for NCC
Christine Murabito, DE State Fire School
Terri Abegglen, American Red Cross
Richard Antoff, DNREC
Bob Barrish, NC LEPC
David Bennett, Agilent Tech.
Todd Bretz, PBF Energy
Joseph Cochran, Jr., NCC OEMS
Ron Dietrick, Delaware City Refinery
Mark Dolan, BASF
Lisa Dunaway, Dept. of Homeland Security
Tushar Durve, DuPont
George Giles, Wilmington LEPC
Babak Golgolab, Claymont Community Coalition
Kristoffer Gontkovsky, DNREC
Rich Kaczynsk, A. Duie Pyle Inc.

Jerry Llewellyn, Division of Public Health
Jason Loy, Ashland Research Center
Roger Minner, Dept. of Homeland Security
Bill McCracken, Citizen
Tony Murray, CIS DOT PHMSA
Arthur Paul, DEMA
Steve Peln, Lewis Environmental
Lynn Poling, Lewis Environmental
Stevens Remillard, Christiana Care
William Robinson, Del. City Refinery
Charles Stevenson, Sussex LEPC
John Tim, Linde
Robert Touhey, Croda
John Verdi, BASF
Vimac Vijaykumar, DuPont Edgemoor
Bernadine Wasserleben, Formosa Products
John Wentzel, A. Duie Pyle Inc.

Welcome:

Mr. Steve Peln of Lewis Environmental welcomed the group.

At Chairman Irwin's request, a round of introductions was held. A review of the attendance sheet by Vice Chairman Murabito showed a quorum was present.

1. **Approval of the Agenda:**

Chairman Irwin presented the agenda for approval. A motion was made by Babak Golgolab, seconded by Jerry Llewellyn, to approve the agenda as amended. Motion was passed unanimously.

2. **Approval of Minutes:**

Chairman Irwin requested a motion to approve the January 9, 2012 minutes. A motion to approve the minutes as written was made by Babak Golgolab and seconded by Bob Barrish. Motion was passed unanimously.

3. **Wilmington Suspicious Package Incidents:**

Chairman Irwin introduced George Giles of the Wilmington LEPC. Mr. Giles provided the attendees with an overview of an incident in the City involving two suspicious packages, their response, and lessons learned.

4. **Committee Reports:**

a. **Finance:**

Chairman Irwin reported that the LEPC funds are in good standing. The transactions that took place over the past two months were the payment of the Contractors salaries. The balance in the appropriation is \$57,120.39, which included \$13,650 in FY2011 carryover funds.

b. **I.T. Committee:**

Vice Chairman Murabito gave the report of the I.T. Committee. The Committee met on March 7, 2012. A discussion on the need and use of ADC map coordinates was held. There will be future discussion with Fire Board and others to determine if ADC maps are still needed. The Committee approved the FY2013 Budget Request of \$10,590 which includes \$2,000 for newspaper ads. A discussion was held on facility obligations with respect to releasing emergency plan information under various regulations and statutes. The consensus was that each facility should determine what they want to release and that the public can apply to DNREC under the Freedom of Information Act for additional information. The Committee also agreed, that as a function of SERC, they should attempt to meet at least once a quarter and for scheduling purposes of members, the meeting will be held on the Wednesday before the SERC Meeting. (report attached)

c. **Training - NCCIHMRRA:**

Mark Dolan of the NCCIHMRRA Planning and Training Committee gave an overview of NCCIHMRRA training activities. There have been no training sessions conducted between January 9, 2012 and March 12, 2012. The New Castle County Industrial Hazardous Materials Response Alliance Training Committee has finalized the CY2012 Training Schedule. NCCIHMRRA has five training sessions planned for 2012. (report attached)

d. **Transportation Committee:**

Al Stein was unable to attend and asked Chairman Irwin to give his report. The National Transportation Safety Board (NTSB) announced on February 14, 2012 its findings regarding the derailment of a CN 114 car freight train travelling at 36 mph in Cherry Valley, Illinois on June 19, 2009 when a retention pond failure washed out the track. A total of 19 cars containing ethanol derailed with 13 being breached and catching fire. There was one fatality and seven injuries at a grade crossing. The NTSB concluded that there were multiple points where this catastrophe could have been averted, but was not. The safety issues addressed by the findings and recommendations include: effective internal emergency communications, weather-alert policies and rules, tank-car vulnerabilities, inspection and maintenance of stormwater detention ponds, the accuracy of train consist information, construction standards for underground pipelines at railroad crossing, and the principals of Safety Management Systems. A member informed the group about the Norfolk Southern fuel oil spill which occurred in NCC in February.

5. **Tier II Update:** Kris Gontkovsky gave the attendees an update on Tier II activity. Collection of \$256,480 has been taken in so far from the 2011 Tier II reports. There is presently 1,937 active facilities, 1,649 facilities have submitted their 2011 reports, 245 facilities have not started, and 43 facilities have started their report but have not finished. There is a major Tier II Manager update scheduled for the summer of 2013. IDSi (via DNREC) is currently taking suggestions on what needs to be included in the next version of T2M.
6. **Staff Report Highlights:** (Complete report attached to meeting minutes)
The report was given by Vice Chairman Murabito:
- a. **SERC/DEMA Activities** –Participated in the SERC quarterly Planning and Training Committee meeting, submitted quarterly LEPC performance report, participated in two Commodity Flow Study meetings, submitted LEPC approved FY2013 Budget and Work Plan, submitted the 2011 LEPC Performance Review, developed TRANSCAER participant recognition list, facilitated and participated in four Annual Hazardous Materials Workshop Planning Calls, participated in Information Technology Committee Meeting, and participated in program development for Hazardous Materials Workshop topics.
 - b. **Emergency Response Plan Reviews and Facility Visits** – conducted two site visits at A. Duie Pyle and Agilent Technologies, reviewed a written plan update submitted from MacDermid, initiated contact with Graver Technologies to schedule a meeting to learn more about hazards, and scheduled site visits for end of March and April.
 - c. **Exercises** – Worked with consultant to finalize contract requirements to facilitate Functional Table Top Exercise, scheduled and participated in Functional Exercise planning meeting with Holloway Terrace Fire Company, scheduled and attended a Functional Exercise meeting with Croda, scheduled and participated in Functional Exercise meeting with Contractor, developed scenario idea and potential inputs pertinent to Delaware, and identified and contacted Planning Committee members for Functional Exercise and schedule at March 19 Functional Exercise Planning Committee Meeting at Holloway Terrace Fire Company.
 - d. **NCCIHMRRA** –Provided availability for potential planning meeting dates and working to schedule and fund IED Training Session.
 - e. **Outreach Program** – Participated in Colonial School District Community Event, participated in four CAP meetings (Croda, Delaware City Refinery-two, and Dow), participated in Christiana Care Medical Reserve Corp meeting, participated in DC-CAER meeting, and registered to participate in NCC Family Resource Fair.
 - f. **Other Activities** – Met with Fire School Director to obtain 200 Emergency Response Guides for Hazardous Materials Conference, picked up and delivered 200 Emergency Response Guides to 31st CST, attended 2 Sussex LEPC Meetings, attended one Kent LEPC Meeting, provided information to be included in LEPC Performance Review, attended Wilmington LEPC Meeting, provided TRANSCAER presentation to Wilmington LEPC, completed four facility release reports, worked with Delaware City Refinery and Deer Park City, Texas LEPC to obtain licensing agreement for Wally Wise Guy S-I-P program, provided 400 Emergency Preparedness Guidelines to Comfort Keepers, and served as a technical resource to four LEPC member companies.
7. **Old Business:**
- a. **5th Annual HAZMAT Workshop:**
The 5th Annual HAZMAT Workshop will be held March 30-31, 2012 at the Smyrna Readiness Center. Art Paul distributed registration forms and speaker biographies to meeting member attendees. To date,

there are 94 registered for classes and 63 registered for the dinner. Close of registration will be March 20, 2012. Conference attendees will receive Delaware State Fire School credit and OEMS CEU credits.

8. New Business:

a. Training Workshop Speaker Gift Funding:

The 5th Annual Hazardous Materials Training Workshop Committee agreed to present each speaker with a DSFS hat, tee-shirt and coffee mug. The total cost for the gifts for 21 speakers is \$735.00 (\$35.00/speaker). No state funds are available to pay for the gifts. Chairman Irwin requested approval to use \$517 leftover from NCCIHMRM jacket donations for the Hazardous Materials Training Conference speaker gifts and \$218 in other donated funds. A motion to approve the use of funds was made by Bill Robinson, seconded by Babak Golgolab. Motion was passed unanimously.

b. Emergency Preparedness Guideline Reprint:

Chairman Irwin reported that of the original 156,000 Emergency Preparedness Guidelines the LEPC printed in 2009 only 13,000 remain. Chairman Irwin would like to do a reprint and he requested volunteers to review and update the guideline. The following original committee members have volunteered to update the document: Terri Abbeglen, American Red Cross; Vince Jacono, Delmarva Power; Tushar Durve, DuPont; and John Verde, BASF. Chairman Irwin also asked the group to start thinking about contributions for the reprint costs.

c. Wally Wise Guy Program:

The LEPC, Delaware City Refinery and the Colonial School District are partnering to develop a Shelter-In-Place program for elementary schools and the community. The refinery donated the funds to enable the LEPC to become a licensed agent for the Wally Wise Guy Shelter-In-Place Program. However, the cost for the costume is \$3,200. Chairman Irwin asked the members for contributions to purchase the costume so we can move the program forward.

d. LEPC Reports:

1) Sussex County LEPC:

Chip Stevenson reported that they had their last LEPC meeting on March 8, 2012. They next Sussex LEPC Meeting is scheduled for Thursday, May 10, 2012 at 10:00 a.m.

2) George Giles presented suspicious package report.

e. Lewis Environmental Presentation:

Tom Schultze briefed the group on the services provided by Lewis Environmental, Inc. Lewis Environmental is a full service environmental remediation company, which provides solutions and support for a variety of projects 24 hours a day, 365 days a year. Lewis has developed an industry-leading response program: the ALERT Program – Activate Lewis Emergency Response Team. Their Emergency Response Services include immediate response, marine and near shore environments, cargo and tank truck evacuations/hot tapping, HAZMAT response, natural disasters, incidents of national significance, and biological/infectious waste. Lewis Environmental has operation centers in Royersford, Pennsylvania, Danville, Pennsylvania and New Castle, Delaware.

9. Other Business:

- a. HMEP Grant Initiatives are due by April 1, 2012. Packages must be submitted by the deadline to Art Paul at DEMA. Chairman Irwin is preparing the submissions.**

- b. Jason Loy, of Ashland Research Center, addressed the group with concerns of how to handle the rescue of injured employees exposed to hazardous materials when an on-site emergency response team is not available. Mr. Loy asked the group for suggestions or options for providing emergency response in a possible chemical exposure. The group discussed the pros and cons of internal versus external emergency response capabilities and response times. Mr. Loy will take the information back to his management.
- c. Tony Murray, of CIS DOT PHMSA, reported that the 2012 Emergency Response Guidebooks are being printed. He also reported that the U.S. Department of Transportation is holding a Hazardous Materials Transportation Multi-Modal Training Seminar at Dover Downs on July 31, August 1, 2, 2012. The seminar is free of charge.
- d. All Hazards Consortium will be coming to Delaware City. More information will be provided at a later date.
- e. Lisa Dunaway reported that there is a new app for mobile phones – TRI Mobile.

10. The meeting adjourned at 3:55 p.m.

NOTICE OF NEXT MEETING

Host: BASF

Date and Time: May 14, 2012 – 2:30 p.m.

Directions and security requirements will be sent with agenda.

Information and Technology Committee

Meeting Report

March 7, 2012

The Information and Technology Committee met on Wednesday, March 7, 2012 at the Delaware State Fire School at 0900 hours. There were 10 members present representing the Sussex and New Castle LEPC's, New Castle County Fire Board, Public Health, DEMA, DNREC , Industry and a Private Contractor.

An agenda was presented by DNREC.

The following items were the major topics of discussion:

A report was given on the Tier II Manager status. As of the March 1 reporting deadline 1687 facilities have complied, approximately 250 are still outstanding and DNREC is working to contact those facilities for compliance. There are still about 300 facilities that need to be plotted in the GIS system and DNREC is working to complete that task. Progress is being made in creating a backup disc of information to be provided to users in the event of a main frame computer failure. The fee to upgrade the .NET version in 2013 will be \$31,250 and currently the EPCRA Group is planning to request use of penalty funds available through DNREC for this project and if not available will work with SERC for funding.

A major discussion was held on the need and use of ADC map coordinates. The Fire Board representative stated that since ADC has reduced the book size which caused the maps to show smaller areas, more pages were needed to include all the maps. Fire Board does not use the ADC information anymore because their references are not correct for the current books. In addition fire companies have their own map books and do not rely on fire board for locations. If fire board input is needed Fire Board has a separate GIS system they use. Discussion will be held with Fire Board and others to determine if the ADC maps are still of value as with fire companies using computers in apparatus and GIS, paper maps references may be no longer needed. It was also noted that Sussex County does not use the ADC system. Kent was not present to address their usage.

The FY 2013 Budget Request will be \$10,590 which includes \$2000 for newspaper ads which are no longer able to be funded by HMEP monies. A motion was made and passed that the committee approve the budget as submitted and the budget be forwarded to the SERC Finance Committee.

The Annual newspaper ads will be run in April and the committee reviewed the draft copies for corrections or additions and well as copies of other informational material used by the committee for public distribution.

Discussion was held on facility obligations with respect to developing and maintaining emergency plans under various regulations and statutes. As major topic of discussion was what information should or could be made available to the public upon request. The consensus was that each facility should determine what they want to release and that the public and apply to DNREC under the Freedom of Information Act for additional information if not satisfied with the facilities answer. It was stated that there is legislation in place that allows DNREC to release specified information.

It was agreed that as a function of SERC the committee should attempt to meet at least once a quarter and for scheduling purposes of members the meeting will be held on the Wednesday before the SERC Meeting.

The meeting was adjourned at approximately 1115 hours.

Monday, March 12th, 2012

NEW CASTLE COUNTY INDUSTRIAL HAZARDOUS MATERIALS RESPONSE ALLIANCE

NCCIHMRA TRAINING COMMITTEE REPORT TO NCC LEPC

The New Castle County Industrial Hazardous Materials Response Alliance Training Committee did not conduct a training session between the January 9th, 2012 and the March 12th, 2012 LEPC for NCC meetings.

The New Castle County Industrial Hazardous Materials Response Alliance Training Committee has finalized the CY2012 Training Schedule. NCCIHMRA training sessions planned and scheduled for 2012 include the following:

- (1) Training Session I => Delaware Fifth Annual Hazardous Materials Training Workshop conducted at the Delaware Army National Guard's Smyrna Readiness Center, Saturday, March 31st, 08:00 am – 04:30 pm (8 hrs);
- (2) Training Session II => Safe Transportation Training Specialists (STTS) tank trailer emergency training course conducted at Elsmere Fire Station 16, Friday, May 4th & Saturday, May 5th, 08:00 am – 04:30 pm (8 hrs);
- (3) Training Session III => Energetic materials awareness level field training course conducted at the University of Delaware South Campus, Tuesday, June 12th & Thursday, June 14th, 05:00 pm – 09:00 pm (4 hrs);
- (4) Training Session IV => Tank trailer full scale field exercise utilizing the Dana Transportation training tank trailer with the hazardous materials and decontamination units from the Belvedere, Elsmere, Cranston Heights and Five Points Fire Companies at the Delaware State Fire School New Castle Division, Saturday, September 8th, 08:30 am – 02:00 pm (5 hrs);
- (5) Eleventh Annual NCCIHMRA Planning and Training Meeting => Wednesday, November 7th, 05:30 pm – 09:00 pm, at the Elsmere Fire Company.

The New Castle County Industrial Hazardous Materials Response Alliance Training Committee has scheduled NCCIHMRA SOP Revision Meeting #33 for Tuesday, March 20th, 2012, to finalize the agenda and logistics for the NCCIHMRA Eleventh Annual Planning and Training Meeting, to explore possible additional initiatives for CY2012 and to conduct long range planning for the CY2013 training projects.

Submitted by:
Mark Dolan
NCCIHMRA Training Committee

LEPC for New Castle County
Staff Activity Report
January 9, 2012 to March 12, 2012
David Irwin and Joseph Murabito

SERC/DEMA Activities:

- Participated in the SERC quarterly Planning and Training Committee meeting
- Submitted quarterly LEPC performance report in a timely manner
- Participated in two Commodity Flow Study meetings
- Submitted LEPC approved FY 2013 Budget in a timely manner
- Submitted LEPC approved 2013 Work Plan in a timely manner
- Submitted 2011 LEPC Performance Review report in a timely manner
- Developed TRANSCAER participant recognition list
- Facilitated and participated in four Annual Hazardous Materials Workshop Planning Calls
- Participated in Information Technology Committee Meeting
- Participated in program development for Hazardous Materials Workshop topic

Emergency Response Plan Reviews and Facility Visits:

- Site Visits: A .Duie Pyle and Agilent Technologies
- Reviewed a written plan update submitted from MacDermid and provided written comments regarding suggested changes
- Initiated contact and follow through with facility of interest to schedule a meeting to learn more about hazards (Graver Technologies)
- Schedules Site Visits for end of March and April

Exercise Status:

- Worked with selected consultant to finalize contract requirements to facilitate Functional Table Top Exercise
- Scheduled and participated in Functional Exercise planning meeting with Holloway Terrace Fire Company
- Scheduled and attended a Functional Exercise planning meeting with Croda
- Scheduled and participated in Functional Exercise Planning meeting with Contractor
- Developed scenario idea and potential inputs pertinent to Delaware
- Identified and contacted Planning Committee members for Functional Exercise and schedule a March 19 Functional Exercise Planning Committee Meeting at Holloway Terrace Fire Company

NCCIHMR:

- Provided availability for potential planning meeting dates
- Working to schedule and fund IED Training Session

Outreach Activities:

- Participated in Colonial School District Community Event
- Participated in four CAP meetings, Croda (3/7), Delaware City Refining (1/10 & 2/7) and Dow (1/13)
- Participated in Christina Care Medical Reserve Corp meeting
- Participated in DC-CAER meeting (1/12)
- Registered to participate in NCC Family Resource Fair on 5/6

Additional Staff Activities:

- Met with Fire School Director to obtain 200 Emergency Response Guides for Hazardous Materials Workshop
- Picked up and delivered 200 Emergency Response Guides to 31st CST
- Attended 2 Sussex LEPC Meetings
- Attended 1 Kent LEPC Meeting
- Provided information to be included in LEPC Performance Review
- Attended Wilmington LEPC meeting
- Provided TRANSCAER presentation to Wilmington LEPC
- Completed 4 facility release reports
- Worked with Delaware City Refining and Deer Park City, Texas LEPC to obtain licensing agreement for Wally Wise Guy S-I-P Program
- Provided 400 Emergency Preparedness Guidelines to Comfort Keepers
- Served as a technical resource to 4 LEPC member companies